King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 4 **Security & Use of Force**	
4.01.021 - Evidence Collection and Storage	Approved By:	Director Allen Nance
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Purpose
To establish procedures for collection and storage of evidence.

Policy
DAJD shall retain evidence recovered during investigations until the evidence is of no further value for prosecution or investigation or make arrangements with the King County Sheriff's Office (KCSO) Property Management Unit (PMU) to retain evidence.

References
DAJD Policies:

Adult Divisions:	1.05.001 - Special Investigations Unit
	4.01.002 - Searches and Contraband Control
	4.02.005 - Search of Residents
Juvenile Division:	J-LHP-12.006 - Contraband
	J-ARVP-11.008 - Searches of Detained Youth
Other:	Memorandum of Understanding with Seattle Police Department
	Memorandum of Understanding with Kent Police Department
Department Forms:	Officer's Report (F-627)
	Supervisor's Incident Report (F-523)
RCWs:	9A.04.080 Limitations of Actions
	63.04.010 Methods of Disposition
	69.50.505 - Seizure and Forfeiture

Definitions
KCSO Property Management Unit (PMU): A division of the King County Sheriff's Office that will retain DAJD evidence that cannot be received, tracked, or disposed of by the DAJD Evidence Custodian.
DAJD Evidence Custodian: The Special Investigations Unit (SIU) Sergeant or designee who is tasked with receiving, tracking and proper disposal of evidence
Evidence Lockers: Temporary holding areas for shift personnel to store evidence until DAJD's Evidence Custodian can arrange more permanent/long-term storage.

A. General Guidelines

1. DAJD has entered into a Memoranda of Understanding with local police agencies pertaining to various investigations inside DAJD facilities. If the investigating police agency decides to retain evidence collected during their investigation, such evidence will be transferred to the agency. If the investigating police agency decides not to take control of evidence collected during their investigation, the DAJD Evidence Custodian will become responsible for the storage of that evidence.
2. Evidence collected during investigations conducted by DAJD shall become the responsibility of the DAJD Evidence Custodian and shall be maintained in accordance with this policy. The DAJD Evidence Custodian is also responsible for determining if evidence must be stored at the KCSO PMU.
3. The shift commander is responsible for determining whether to contact Criminal Investigations Unit (CIU) personnel for further investigation and evidence gathering at an incident.
4. Uniform staff shall limit access to any area that is considered a crime scene until it is released by the CIU Investigator or SIU Sergeant.
5. For evidence handling protocol involving strip searches refer to Adult Division policies 4.01.002 - Searches and Contraband Control and 4.02.005 - Search of Residents and Juvenile Division policies J-LHP-12.006 - Contraband and J-ARVP-11.008 - Searches of Detained Youth.

B. Evidence Retention

1. Local police agencies that take control of evidence will be responsible for retaining the evidence in accordance with state law.
2. The DAJD Evidence Custodian shall retain any evidence in its custody for as long as required under state law.
3. CIU Investigators will be responsible for determining whether only a portion of evidence items that are exceptionally large or cumbersome can be seized in lieu of the entire item (as in the case of blood stains).
4. The determination for release of any evidence is the responsibility of the case investigator or Special Investigations Unit (SIU) Sergeant.

C. Evidence Collection and Disposal

1. Whenever evidence is collected, it shall be properly packaged by the staff member who collected the evidence.
2. Once evidence has been properly packaged, the staff member shall immediately deliver the evidence to either the Evidence Custodian, the CIU Investigator or an Evidence locker.
3. If evidence is delivered into an evidence locker, the staff member shall:
   a. Log the evidence into the evidence log.
   b. Notify the Evidence Custodian.
4. All evidence submitted in accordance with this policy must be accompanied by an Officer's Report (F-627)/Supervisor's Incident Report (F-523) that documents the circumstances pertaining to the collection of the evidence.
5. Evidence of high monetary value or essential medical need for the resident may be assessed on a case-by-case basis, after consultation with the prosecutor’s office, for early return.

6. When evidence is no longer needed, DAJD shall forward the evidence to the KCSO PMU for destruction if the items are illegal or not authorized for return. Otherwise, DAJD shall attempt to return the items to their rightful owners. If no rightful owner can be identified or located, DAJD shall make arrangements with DAJD Records and King County Risk Management to donate or destroy the items in accordance RCW 63.04.010 Methods of Disposition.
7. Department members shall not dispose of property in any other manner.
8. The Evidence Custodian is responsible for:
    a. Retrieving evidence from the evidence locker or from staff who seized the evidence.
    b. Securing evidence in the evidence room.
    c. Transferring evidence to the WSP Crime lab when necessary.
    d. Logging all movement of evidence in the electronic evidence tracking software.
    e. Forwarding evidence to the KCSO PMU for disposal in accordance with state law.

C. Seattle Division Evidence Storage

1. All evidence collected at the Seattle Division shall be stored in the evidence room.
2. The evidence custodian will be the only person to have access to the evidence room.
3. The evidence lockers in the Seattle Division are located on the 5th floor, outside of Maintenance and Supply (M&S).

D. Kent Division Evidence Storage

1. All evidence collected at the Kent Division shall be placed in an evidence locker in the report writing room until collected by the Evidence Custodian.
2. Evidence collected in the Kent Division shall subsequently be transferred to the evidence room at the Seattle Division by the Evidence Custodian.

E. Juvenile Division Evidence Storage

1. If evidence is recovered by any staff member it should be turned over to a supervisor.
2. The staff member recovering the evidence will place the evidence in a department approved evidence bag, seal it and complete the chain of custody information on the front of the bag:
    a. Detained youth's name
    b. Mark as evidence
    c. Describe the contents
    d. Date and release by section of the chain of custody
3. The supervisor will retrieve the sealed evidence bag and complete the received by portion of the chain of custody:
    a. The reason will be "to be stored for SIU pick up."
4. The supervisor will take the evidence to Storage Room 1305 and determine which evidence locker will be used by selecting the appropriate coin.
    a. Which evidence locker is used will be documented on the evidence locker clip board.

5. The supervisor will secure the evidence in the selected evidence locker and drop the locker key into the key box.
6. When retrieving evidence, the following procedure will be utilized:
   a. The Evidence Custodian will:
      1) Identify which secured evidence boxes contain evidence.
      2) Retrieve the evidence from the secured evidence box.
      3) Complete the received by portion of the chain of evidence.
   b. The supervisor will complete section 2 and the released by portion of the chain of evidence.